

GUIDELINES FOR PREPARING DIGITAL FILES

to be printed on the

ENCAD Novajet PRO 600e WIDE FORMAT PRINTER

RESOLUTION

Digital file resolutions are described in pixels per inch (ppi). Printer output resolutions are described in dots per inch (dpi). The two should not be used interchangeably.

The recommended image resolution of your file should be 150 ppi at the final size of the poster. If you submit a file that is 1/2-scale of the final size, we recommend that the image resolution be 300 ppi. If you submit a file that is 1/4-scale of the final size, we recommend that the image resolution be 600 ppi. If your file was created at 1/2-scale, the file would then be rendered or printed at 200%. The final product will look better and the file size will be much smaller.

PROOF COPY

Submit a hard copy of your file so that we know what you expect the finished product to look like. If you cannot furnish a hard copy, we recommend that you allow us to print a 1/4- or 1/2-scale proof print for you to approve before we print your full-size poster. If you elect not to get a proof print and do not furnish a hard copy, and the print created from your file is not what you expected, you will be charged for that print.

DIGITAL FILES

- Save your images as RGB, not CMYK or Index color.
- Try to limit the fonts used to Times, Times New Roman, and, Helvetica. If you use fonts other than these, supply them with your job.
- Do not mix platforms - Mac and PC - when creating your file, especially when producing a PowerPoint file. Although PowerPoint was designed to be a screen presentation application, we do accept files composed in PowerPoint. The higher the resolution of the graphics used in the presentation, the better the quality of the finished product.

RECOMMENDED FILE FORMATS

- .psd (Photoshop), .tif (Mac and PC), .pdf (Acrobat), .ps (Postscript)
- Any of the native file formats listed under supported software

SUPPORTED SOFTWARE (Mac/PC)

- Adobe Photoshop, PageMaker, Illustrator, and Acrobat
- Microsoft Word, PowerPoint, and Excel

FILE FORMATS NOT RECOMMENDED

.jpeg, .gif, and Corel (Corel files do not image correctly. Save files as .pdf if using Corel.)

SUPPORTED MEDIA

- Iomega Zip (100 and 250 MB disks)
- Iomega Jaz (1 and 2 GB disks)
- CD-ROM

REQUIRED INFORMATION FOR SUBMISSION

- Name, Code, and Phone Number
- Job Order Number and Division Requisition Number (if needed)
- Due date; quantity needed; finished size of poster; proof copy needed?; mounting needed - foam core or gator board?; lamination needed?
- Software, version, and platform (Mac or PC) used